



# Welcome to the University of Gävle!

Information for incoming exchange students



*Figure 1 University of Gävle Campus*

International Office

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## 1. Introduction

### Welcome to University of Gävle!

University of Gävle is a higher education institution which strives to contribute to change in society and to take an active part in shaping our shared future. We aim to be the first choice for students and for members of staff as well as for our partners.

The University of Gävle has approximately 16 000 students and more than 60 study programmes and second-cycle programmes. 300 freestanding courses are offered in the fields of Humanities, Social and Natural Sciences and Technology.

In this folder we have collected information about all you need to do before, during and after your exchange at our university so please read through the entire folder.

If you have any questions or comments about the folder, please contact the International Office: [studentsupport@hig.se](mailto:studentsupport@hig.se)

More information can be also found here: [Useful information for new students](#) (link)

## 2. Before the exchange

### Nomination & Application

When you have been selected by your university for the exchange, your university will send your nomination you to us. When we have received your nomination, we will send you an email with information for the online application process and the links needed to apply.

Read more about at this link: [hig.se/exchangestudent](http://hig.se/exchangestudent)

### Welcome Letter – accepted to the exchange

Once you have been accepted to the exchange you will receive two letters; the acceptance letter at the University Admissions and a *Welcome Letter* from International Office with further information on how to start your studies and relevant links.

## Accommodation

University of Gävle does not provide accommodation. You need to look for accommodation yourself. Look for student accommodation at this link: [student accommodation](#)

NOTICE: You cannot apply to Gavlegårdarna student accommodation yourself!

If you wish to stay at Gavlegårdarna student accommodation, you will be assisted by the International Office at the university. Information and instructions on how to apply to Gavlegårdarna student accommodation is available in the *Welcome Letter!*

## Temporary Personal Number/ID Number

All exchange students staying less than one year in Sweden will, once admitted as an exchange student, be assigned a Temporary Personal Number (Civic/ID Nr). The number looks like this: `yyyymmdd-TXXX`

It is your year, month, date of birth – T (for temporary) and XXX three digits.

For example: 19950101-T000

You can find this number in your acceptance letter at the University Admissions. You will need to use this number, all twelve digits, when creating an account at the university.

## Five steps to get started

To be able to start your studies at the university you need to create your university account. You need to do the Five steps to get started by going to [hig.se/newstudent](http://hig.se/newstudent). You can create your user account **two weeks** before the semester starts.

Read more about being a new student here: [hig.se/newstudent](http://hig.se/newstudent) and information to [Exchange students](#).

## 3. During the exchange

### Arrival confirmation

**\*For Erasmus+ students only\***

As a Erasmus+ student you need to have a Arrival certificate signed and stamped by the international Office in order to get your Erasmus grand.

**This certificate** is something **you provide the International Office with**.

Once the semester starts you can email your certificate to [studentsupport@hig.se](mailto:studentsupport@hig.se)

According to the Erasmus+ the certificate can only be signed once you arrive and not before.

## Changes to the Learning Agreement

If you wish to make changes to your Learning Agreement, please make sure that you update your existing Learning Agreement with the changes, this includes OLA as well. Send in your changed LA via email to us or via OLA.

## Extend the exchange

If you wish to extend your exchange you need to check with both University of Gävle and your home university if an extension is possible. If it is, your university needs to nominate you for the upcoming semester as an official approval of the extension of the exchange. You do NOT need to apply again but you do need to create and upload a new LA (OLA) with courses you wish to take next semester.

## Timetable

As a student at the University of Gävle you can find your timetables through our app or our online timetable search service. Read more here: [Find Your Timetable](#) (link)

**Notice:** Timetable is updated 4 weeks before course start.

## Accommodation cancelation

Please make sure to read the cancelation policies of the companies you rent your accommodation from. Generally, it is a 2-month cancelation policy which means that you need to cancel your accommodation 2 months before leaving.

## Cancel the exchange

If you wish to cancel your exchange during its period you need to notify International Office as well as you home university.

## 4. After the exchange

### Departure certificate

**\*For Erasmus+ students only\***

As a Erasmus+ student you need to have a Departure certificate signed and stamped by the International Office in order to get rest of your Erasmus+ grand.

**This certificate** is something **you provide to us at the International Office**. Please send the

certificate to [studentsupport@hig.se](mailto:studentsupport@hig.se)

After you finish your studies your departure certificate will be signed, not before.

### Transcript of Records (ToR)= your grades

When you finish your exchange there are three ways for you to get your Transcript of record, your grades from University of Gävle:

1. Download them yourself from Ladok  
Or...
2. If Transcript of Records needs to be signed and stamped, please contact us and we will provide you with a signed/stamp Transcript of Records via email.  
Or...
3. Emrex – University of Gävle is part of Emrex which offers digital transfer of students' achievement records from foreign Universities. Please check with your home university if it is part of Emrex.

## 5. More information

### Student Health Services

At the University of Gävle we care about our student's health and welfare. If you need help, assistance or advice please contact us!

**Student Health Care** (Counselors)

[kurator@hig.se](mailto:kurator@hig.se)

**Coordinators for study support** (disabilities)

[ps@hig.se](mailto:ps@hig.se)

**Studentombud** (Issues with education/teachers etc.)

[studentombud@hig.se](mailto:studentombud@hig.se)

**Study help/Student coach**

[studentcoach@hig.se](mailto:studentcoach@hig.se)

**Writing Centre** (Support in writing process)

[skrivarverkstaden@hig.se](mailto:skrivarverkstaden@hig.se)

### Gefle Student Union

Become a [Gefle Student Union](#) member, meet new people and enjoy the activities provided by the Union!

Gefle Student Union helps students with:

- quality control of education, improve courses, the student social and working environment and that the student perspective permeates all the university's activities.

As a member:

- attend different kinds of events where students can meet and socialize.
- get a student card automatically.

### International Committee, IntU Gefle

The focus for the International Committee, IntU Gefle is international students at University of Gävle. This newly formed committee is a part of the *Gefle Student Union*. The committee's main purpose is to create opportunities for international students to meet each other, explore the city and of course take part of the Swedish student life.

IntU Gefle organizes welcome weeks at the beginning of each semester that are filled with a wide diversity of fun events for you to enjoy together with your group as well as with other international students.

IntU Gefle will keep organizing events every now and then during the semester. You will receive more information in an email one week before the semester starts.

If you have any questions, you are the most welcome to contact IntU Gefle via Facebook & Instagram messages **@intugefle**

Email: [contact.intu@geflestudentkar.se](mailto:contact.intu@geflestudentkar.se)

### Introduction day

At the beginning of every semester University of Gävle arranges an introduction day for international students. Due to the pandemic the Introduction Day has been done digitally via zoom, we hope that will change soon.

All the information about the Introduction day as well as information videos for all new international students see here: [Introduction day](#) (link)

### Insurance for exchange students – Student IN

This insurance provides coverage for you during the times you are not on campus. This insurance together with the Personal Injury Insurance provide 24-hour coverage **in Sweden only** and they are both free of charge.

This insurance provides coverage for the following:

- disability and death benefits
- medical and dental care
- home transport
- personal property coverage
- third party liability
- legal expenses

Read more about it here: [Terms and Conditions Student IN 2021](#) (link)

### Home university exam done here

Do you need to do an exam from your home university while being on the exchange here in Gävle?

It is not possible to do that at our university, but we collaborate with the municipality and *Utbildningscentrum för distansstudier*. They offer opportunities for students from other universities to their exam at their location. For more information and contact see here:

[Utbildningscentrum för distansstudier](#). (link)

Contact them directly if you need to do your exam here while on the exchange.

### Travel to/from Gävle

Closest airport to Gävle is [Stockholm Arlanda](#) (link). From there you can take train to Gävle.

You can use one of these train companies, [SJ](#) (link) or [UL](#) (link), to get to Gävle.

Within Gävle you can use the regional transport [X-trafik](#) (link).

Always check if they offer student discount and what kind of student card is required for the discount.

### Illness – in case of emergency

Here are some tips on where to turn to in case of illness:

- If you need healthcare advice, call 1177.
- Medical Health Care Center (vårdcentral/hälsocentral) – Call 1177 to find out which health center you should contact/visit.
- The emergency room (akuten) at Gävle Hospital is ONLY in case of acute illness or injury – You must call 1177 before going to the emergency room at the hospital.
- If you or someone else is in a life-threatening situation, call **112** to get in touch with the ambulance/police/fire department.
- Information about Covid-19 – call 113 13 or go to [folkhalsomyndigheten.se/](https://www.folkhalsomyndigheten.se/)

**Pharmacy** is called Apotek and some are opened during the weekends, you need to check with specific Apotek their opening hours. You can also buy some non-prescription medicine in general food stores.



## Safety

Sweden is considered to be a safe country, but crime does occur. Do not leave your belongings unattended or your car/bike unlocked.

If you or someone else is in a life-threatening situation, **call 112** to get in touch with the ambulance/police/fire department.

During winter it gets dark early, and we recommend you to get **safety reflexors/reflexer** as a safety precautions so you are visible in the dark and traffic

These can be bought in pharmacies and general stores.

## Shopping

Food stores: There are many different food stores in Sweden: ICA, Hemköp, COOP, Lidl, City Gross; Willys etc.

Bicycles: You can buy a second hand bike (cheaper option), at Second Hand shops, some bicycles stores or online (use caution when paying online!)

Medicine: Medicine is available at Pharmacies/Apotek, and some non-prescription medicine in general food stores. Furniture: IKEA, Second hand stores, etc.

## Instagram – share the experience!

Why not share your exchange experience with students at University of Gävle!

We are looking for students that wish to be a guest on our Instagram-account, @mitthig, for marketing of studies abroad. If you wish to be our guest and use Instagram during your exchange, please let us know at [studentsupport@hig.se](mailto:studentsupport@hig.se)

Read more about studies at University of Gävle at:

[hig.se/newstudent](https://hig.se/newstudent)

[hig.se/exchangestudent](https://hig.se/exchangestudent)

And studying in Sweden:

<https://studyinsweden.se/>

## 6. Contact

If you wish to come in contact with International Office during your exchange:

- Email: [studentsupport@hig.se](mailto:studentsupport@hig.se)

Have an amazing exchange semester here in Gävle!